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U.S MERIT SYSTEMS PROTECTION BOARD

Washington, D.C. 20419

August 2, 1983

To:

From: Verne L. Speirs

Subject: Automating Travel Paperwork Systems

The attached is for your information.   It
came to my attention after our telephone
conversation.   This may provide the type of
background information you were requesting.

653-7115
Suite 826
1120 Vermont Avenue, N.W.

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EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

JUL 2 2 1983

MEMORANDUM FOR: TRAVEL MANAGEMENT IMPROVEMENT PROJECT
                  IMPLEMENTATION COORDINATORS

FROM: Jack Kelly

SUBJECT: Automating Travel Paperwork Systems

To date, the Travel Management Improvement Project has focused
on strengthening certain government-wide travel policies, and
improving travel services and savings opportunities. Our most
recent report of travel cost avoidances identifies $158
million in airfare discounts taken in the first two quarters
of FY '83.

The Project is also sponsoring efforts to reduce travel
overhead costs. The State Department recently completed a
simplified travel reimbursement system test which proved the
feasibility and benefits of combining the travel
authorization, travel advance application and travel voucher
into a single form. Government-wide expansion of this system
is dependent upon implementation of the GSA and DOD per diem
legislation still being evaluated by OMB.

Within the context of the Reform '88 orientation toward
improving agency administrative systems and reducing overhead
costs, we are expanding the Project focus to include the
automation of travel paperwork. Our objective is to assist
agencies in upgrading their travel paperwork systems to speed
processing, improve controls, and reduce related overhead
costs. The approach we have chosen is to identify the most
effective and efficient agency systems as model systems and to
encourage the adoption of these model systems
government-wide.

Rather than conduct a comprehensive and time-consuming survey
and analysis of all agency travel paperwork systems, we only
seek information from those agencies which consider their
systems to be potential models. We would like to see such
systems in operation and learn as much as possible about their
operational features and costs. With this knowledge, we will
identify certain systems as models and promote their use by
agencies with less capable systems.

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I ask those of you who believe that you have a possible model
travel processing system in place or under development to
share its characteristics with us. Specifically, we need to
know the system inputs (eg. travel authorization, travel
advance application, travel voucher, GTRs, etc.), major
processing features (eg. computer edits), system outputs (eg.
postings to accounting records; management reports on travel,
paperwork productivity, etc.), and the name and phone number
of a contact person who can give us a full system briefing.
Agencies responding to this request should send any
descriptive materials to me at OMB, New Executive Office
Building, Room 10208, Washington, D.C. 20503. Verbal
responses and questions about this request can be directed to
me at 395-3325.

I need all responses no later than August 12 in order to begin
scheduling follow-up contacts. Thank you for your help.

U.S. MERIT SYSTEMS PROTECTION BOARD
WASHINGTON, D.C. 20419

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Executive Officer to the Deputy
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Washington, D. C. 20505

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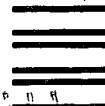
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